

POSITION VACANCY ANNOUNCEMENT

September 2015

Library Aide 12-16 Hours per week Oshtemo branch

Position Summary: Performs general library duties which support the services of the library.

Duties and responsibilities

- Assist patrons at the public desks.
- Monitor public areas.
- Instruct patrons on library policy and use of equipment.
- Enter information into databases.
- Perform clerical tasks.
- Discharge and shelve materials.
- Assist with programming as requested.
- Support other branch locations as needed.
- Perform other duties as assigned.

Minimum Qualifications

- Ability to communicate clearly with patrons, co-workers and supervisors.
- Ability to follow library policies and procedures, as they relate to issuing library cards, checking out items, and collecting fines and fees.
- Demonstration of excellent customer service skills.
- Ability to work well with diverse populations.
- Evidence of excellent attendance, punctuality and dependability.
- Demonstrated basic proficiency in Microsoft Word and Outlook.

Salary

\$8.50 - \$10.80 per hour

Schedule

12-16 hours weekly including evenings and rotating Saturdays. Must have Friday availability.

Start date

Immediately

Applications available in the Administrative Office or at www.kpl.gov/jobs
Completed applications should be sent to Terry New in the
Human Resources Office.

Applications accepted until position is filled.